



DATE: \_\_\_\_\_

PURPOSE:

\_\_\_\_\_ Personal

\_\_\_\_\_ Publication

## SCANNING ORDER

NAME \_\_\_\_\_  
(Please Print)

ADDRESS \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

PHONE ( ) - \_\_\_\_\_

Order Taken by: \_\_\_\_\_

Completed by: \_\_\_\_\_

Pickup ( ) Date picked up \_\_\_\_\_

Mail ( ) Date mailed \_\_\_\_\_

Order Form Copy: Patron Fiscal Tracking

RG/Series	Photo #	Box #	Folder #	Description	Number of Pages	Amount \$ .50 per image

Subtotal \$ \_\_\_\_\_

Postage and Handling: \$ \_\_\_\_\_

Cost of CD @ \$ 2.50 each: \$ \_\_\_\_\_

Please check appropriate format

Resolution: ( ) 150 ( ) 300 ( ) 600

File Type: ( ) JPEG ( ) TIFF ( ) PDF

Amount Due: \$ \_\_\_\_\_

Payment: ( ) Cash ( ) Charge ( ) Check # \_\_\_\_\_ ( ) IV

Total Paid: \$ \_\_\_\_\_

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